



**JOB ANNOUNCEMENT**  
**ALAMEDA RECREATION AND PARK DEPARTMENT**  
2226 Santa Clara Avenue, Alameda, CA 94501 • (510) 747-7529  
[arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) • [www.alamedaca.gov/recreation](http://www.alamedaca.gov/recreation)

## **RECREATION LEADER**

**THE SETTING:** Alameda is an island city of 75,000 located next to the city of Oakland. Neighborhood recreation programs are offered at ten locations throughout the city.

**THE POSITION:** Recreation Leaders plan, organize and conduct a variety of recreation programs for youth ages kindergarten through high school. Positions are available for summer and school-year programs for youth and teens. Activities include sports program, arts and crafts, cooking, dance, drama, city-wide special events and excursions. The Alameda Recreation and Park Department's goal is to provide programs which offer youth opportunities for the enrichment of the mind and body through the wholesome and creative use of leisure time. All Recreation Leaders are classified as part-time, non-benefitted employees. Hours may vary between 15 to 20 hours a week, depending on the position and responsibilities.

1) **RECREATION LEADER I:** (\$10.51 - \$11.89 per hour)

Must be 16 years or older. Volunteer or Recreation Learner experience desirable.

2) **RECREATION LEADER II:** (\$12.19 - \$13.45 per hour)

Must have completed two years of college (junior status), be a high school graduate with at least two full years experience as a Recreation Leader I or comparable experience.

**GENERAL RESPONSIBILITIES:** All Recreation Leaders are expected to attend assigned staff meetings, including In-Service Training, complete facility maintenance work as assigned, care for all equipment and supplies, complete assigned records and reports, and work assigned hours, recognizing that recreation work has irregular hours and some last minute assignments. Parks are open from the first day of AUSD Schools to the last day of AUSD Schools.

**REQUIREMENTS:** Staff must be certified and maintain certification in **American Red Cross Standard First Aid and CPR** and must provide proof of a recent **T.B. Test** prior to the beginning of the program or agree to get both as a condition of being hired.

**SELECTION PROCESS:** To be considered, candidates must submit a completed City of Alameda Job Application form. Applicants will be screened and evaluated based on the information provided. Candidates considered for appointment must complete and submit a Criminal History form and successfully meet background requirements. Federal law requires that prior to employment; applicants must furnish proof of identity and eligibility for employment in the United States.

**FINGERPRINTING REQUIREMENT:** California State Law requires that all recreation employees and volunteers having direct contact, supervisory or disciplinary authority over minors be fingerprinted as a condition of employment. Candidates under serious consideration for hire will be referred to the Alameda Police Department for fingerprinting. Employment is contingent upon fingerprint results.

**APPLICATIONS:** Applications may be filed in the Alameda Recreation and Park Department, 2226 Santa Clara Avenue, Alameda, CA 94501, (510) 747-7529 or download forms at:

<http://alamedaca.gov/recreation/employment-opportunities>. Applications will be accepted and interviews scheduled until all positions are filled. Applicants will be notified of interview date and time.

**RETURN APPLICATIONS TO:**

Alameda Recreation and Park Department  
2226 Santa Clara Avenue, Alameda, CA 94501  
Attention: Patrick Russi, Recreation Manager

**AN EQUAL OPPORTUNITY EMPLOYER**

The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance. The information contained herein is subject to change and does not constitute either an expressed or implied contract.



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[www.alamedaca.gov/recreation](http://www.alamedaca.gov/recreation)

# EMPLOYMENT INFORMATION

*If you are considering employment with Alameda Recreation and Park Department Dynamic, ethical and enthusiastic individuals who share our values are encouraged to apply*

## MISSION

*The mission of the Alameda Recreation and Park Department is to provide programs to the community with trained staff. A wide variety of social, physical and educational opportunities are offered for personal enrichment through wholesome and creative use of leisure time.*

## THE ARPD IMAGE

*Our reputation is the result of the efforts of a staff committed to excellent customer service and continuous adherence to the mission of our organization. In anticipation of your employment, please consider the personal responsibility needed to promote the values of Alameda Recreation and Park Department.*

*Below are some of the standards expected of Recreation and Park Department Staff:*

**BEHAVIOR:** *Staff are expected to always be respectful of others and maintain a friendly, courteous and professional attitude.*

**APPEARANCE:** *Depending on the assignment, staff must wear either professional business attire or a Department uniform that includes a staff shirt and name badge. Uniforms are provided.*

*Staff must maintain facilities and help keep them neat and clean.*

**WORK QUALITY:** *Staff are expected to perform quality work and to plan effectively and efficiently.*

**FLEXIBILITY:** *Staff work hours vary due to Department needs (nights, weekends and holidays).*

*Staff may be asked to perform work assignments outside the area for which they were originally employed.*

**CONCLUSION:** *A good job match should be as important to you as it is to us.*



13. WORK EXPERIENCE: Begin with your current or most recent job. List all work history in the past ten years. Include military service, volunteer, or internship experience which may be relevant. A resume is not a substitute for completing this section of the application. Attach additional sheets if more space is needed.

<p>START DATE (MO/YR) _____ to _____ END DATE (MO/YR)</p> <p>EMPLOYER NAME _____</p> <p>EMPLOYER ADDRESS _____</p> <p>SUPERVISOR NAME/TITLE _____</p> <p>REASON FOR LEAVING _____</p>	<p>JOB TITLE _____</p> <p>DUTIES _____</p> <p>_____ \$ _____ HOURS/WEEK MO. SALARY # SUPERVISED</p> <p><input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME</p>
<p>START DATE (MO/YR) _____ to _____ END DATE (MO/YR)</p> <p>EMPLOYER NAME _____</p> <p>EMPLOYER ADDRESS _____</p> <p>SUPERVISOR NAME/TITLE _____</p> <p>REASON FOR LEAVING _____</p>	<p>JOB TITLE _____</p> <p>DUTIES _____</p> <p>_____ \$ _____ HOURS/WEEK MO. SALARY # SUPERVISED</p> <p><input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME</p>
<p>START DATE (MO/YR) _____ to _____ END DATE (MO/YR)</p> <p>EMPLOYER NAME _____</p> <p>EMPLOYER ADDRESS _____</p> <p>SUPERVISOR NAME/TITLE _____</p> <p>REASON FOR LEAVING _____</p>	<p>JOB TITLE _____</p> <p>DUTIES _____</p> <p>_____ \$ _____ HOURS/WEEK MO. SALARY # SUPERVISED</p> <p><input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME</p>
<p>START DATE (MO/YR) _____ to _____ END DATE (MO/YR)</p> <p>EMPLOYER NAME _____</p> <p>EMPLOYER ADDRESS _____</p> <p>SUPERVISOR NAME/TITLE _____</p> <p>REASON FOR LEAVING _____</p>	<p>JOB TITLE _____</p> <p>DUTIES _____</p> <p>_____ \$ _____ HOURS/WEEK MO. SALARY # SUPERVISED</p> <p><input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME</p>
<p>14. ADDITIONAL INFORMATION:</p>   	
<p>15. MAY WE CONTACT YOUR PRESENT AND/OR PAST EMPLOYERS?   <input type="checkbox"/> YES   <input type="checkbox"/> NO</p>	

I HEREBY CERTIFY that all statements made in this application are true and complete, and understand that any misstatements or omissions of material facts may subject me to disqualification or dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT COMPLETED APPLICATION TO:**  
**CITY OF ALAMEDA - HUMAN RESOURCES DEPARTMENT**  
**2263 SANTA CLARA AVENUE, ROOM 290, ALAMEDA, CA 94501**  
**TEL (510) 747-4900 / TDD (510) 522-7538**

• THE CITY OF ALAMEDA IS AN EQUAL OPPORTUNITY EMPLOYER •

**ETHNIC, RACIAL, SEX AND DISABILITY INFORMATION:** The following information is voluntary and is gathered for evaluation and statistical purposes only. This form will be separated from your application and will not be used in employment decisions. Thank you for your assistance.

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**NAME (Optional):** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

**ETHNICITY:**

- White
- Black or African American
- Asian
- Pacific Islander
- Spanish or Hispanic
- American Indian or Alaskan Native

**DISABILITIES:**

- None       Speech
- Sight       Other
- Hearing

**GENDER**

- Male       Female

**VETERAN:**

- Disabled Veteran
- Vietnam Era Veteran
- Veteran of Other Campaign/Expedition

**HOW DID YOU LEARN OF THIS POSITION OPENING?**

- Human Resources Dept.
- City Employee
- City Job Bulletin
- City Website
- Job Fair
- Internet (specify) \_\_\_\_\_
- Newspaper Advertisement (specify) \_\_\_\_\_
- Specialized Publication (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_



**RECREATION LEADER SUPPLEMENTAL FORM**

Please write legibly

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

DO YOU HAVE:    STANDARD FIRST AID CARD?     YES     NO    IF YES, EXP. DATE \_\_\_\_\_  
                          CPR CARD?     YES     NO    IF YES, EXP. DATE \_\_\_\_\_  
                          NEGATIVE T.B. TEST?     YES     NO    IF YES, DATE OF TEST: \_\_\_\_\_  
**Please Note: You must provide a copy of your T.B. Test from your doctor**  
 WORK PERMIT, IF UNDER 18 YEARS     YES     NO

LIST COURSES RELATED TO RECREATION AND CAMPING \_\_\_\_\_

VOLUNTEER JOB EXPERIENCE (In addition to paid positions listed on application)					
NAME OF VOLUNTEER ORGANIZATION	DATES		TITLE	DUTIES	SUPERVISOR'S NAME & PHONE #
	FROM	TO			

REFERENCES - Give names of two persons not related to you whom you have known at least 2 years			
NAME	RELATIONSHIP	PHONE	YEARS KNOWN

**OTHER EXPERIENCE - SCOUTS, SOCIAL, SCHOOL ACTIVITIES**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

<b>WORK PREFERENCE AND SKILLS</b> (Please check):	
<b>SUMMER</b> <input type="checkbox"/> WOW/Parks & Playgrounds (Elementary) <input type="checkbox"/> Teens (Middle & High School) <input type="checkbox"/> Tenderfoot (Preschool) <i>*May include evening and weekend hours</i>	<b>SCHOOL YEAR</b> <input type="checkbox"/> RAP/Parks & Playgrounds <input type="checkbox"/> Teens <input type="checkbox"/> Tiny Tots
PLEASE LIST ANY SCHEDULING CONFLICTS YOU MAY HAVE (School Classes, Other Jobs, etc.) _____	
SPORTS EXPERIENCE _____	
LIST ARTS, CRAFTS, DRAMA AND/OR DANCE EXPERIENCE _____	
PERSONAL RECREATIONAL ACTIVITIES _____	
BRIEFLY GIVE YOUR IDEAS OF A RECREATION LEADER'S DUTIES: _____	

**FOR SUMMER APPLICANTS:** If you are currently attending school, please list the date of your Spring Break and/or dates and times you will be most available for an interview: \_\_\_\_\_